

Media-Upper Providence Free Library - Board of Trustees Meeting Minutes
7 PM, Monday, January 22, 2018 – MUPFL Board Room

Mission: Providing informational, educational, recreational and cultural resources to meet the needs of Media and Upper Providence residents and the greater community.

1. Opening of Meeting
 - a. Call to Order: The meeting was called to order at 7:05 PM.
 - b. Present – Trustees: Karen Ashbach, Larry Chrzan, Lin Axamethy Floyd, Preeti Gupta, Michael Pahides, Betsy Race, Kelly Schaffer, Marie Sciocchetti, Sharon Vandegrift; Director: Sandra Samuel
 - c. Absent – Liaison: Peter Williamson
 - d. Guests: None

2. Consent Agenda
 - a. Approval of Minutes: Betsy made a motion to approve the November 2017 minutes, seconded by Sharon. The motion passed unanimously. **(Motion #1)**

 - b. President’s report: Larry provided the President’s report in advance. Additional discussion included:
 - i. Media Borough budget appropriation passed unchanged.
 - ii. Larry attended Upper Providence council meeting in December and welcomed new members.

 - c. Library Director's Report: Sandra provided the annual director's report in advance. Additional discussion included:
 - i. Sandra will provide annual summary report once per year, at the January meeting. Sandra can also provide a month-prior report in January, however there is not typically a lot to report on the month of December.
 - ii. Preeti offered to review marketing materials from the legal perspective, particularly as it relates to meeting room rental and ensuring it is clear that services/offerings taking place in meeting rooms are not affiliated with MUPFL.

 - d. Treasurer's Report: Marie provided the Treasurer’s report in advance of the meeting and reported that the library closed 2017 ahead of budget. Mike made a motion, seconded by Lin, to approve the unaudited Treasurer’s report. The motion passed unanimously. **(Motion #2)** Additional discussion included:
 - i. The TIAA account was closed.
 - ii. The auditor for 2017 has been confirmed.
 - iii. The terms and rates associated with the Sprogell Trust are being confirmed and explored further. Preeti and Lin offered to assist Marie with this.
 - iv. 12% of the library’s overall annual budget must be redistributed into materials/collection. Sandra is working with Marie to ensure the 2018 budget reflects this requirement.
 - v. At the February meeting the Board will discuss the 2018 budget.

3. Committee Reports
 - a. Marketing/PR: Preeti provided a Marketing/PR report at the Board meeting. Discussion included:
 - i. Upper Providence council member tour: A tour of the library for Upper Providence council members will take place on February 21 (tentatively). Four council members have responded, and Larry will follow up with the other two members. The tour/discussion will take place at 6pm. Peter Williamson, Media Borough Council representative to the library, is also invited to attend.
 - ii. Mark Bowden book reading event: The committee is prepared to assist with marketing/PR aspects of the event, as needed. Marie is meeting with the other organizations involved this week and will report back. Media Theater is the planned venue.
 - iii. Event for council and board members: The committee is planning an event for mid-April for council members and RTMSD board member to introduce/re-introduce them to library. It is requested that all trustees attend and information will be shared as planning moves forward.
 - iv. Branding/canvas bags for sale at library: The committee would like to move forward with purchasing canvas bags to sell at the library. This is both a fundraising and branding/awareness activity. A purchase of 500 bags may cost between \$1,000 and \$2,000. The committee will develop a 2018

budget, and trustees discussed approving this purchase in the meantime. A motion was made by Mike, and seconded by Betsy, to give permission to the Marketing/PR committee to purchase canvas bags, not to exceed \$2,000. The vote was all in favor with one abstention and the motion carried. **(Motion #3)**

- v. Meeting calendar: A meeting calendar has been created that shows all DCL, RTMSD board meetings, Upper Providence Township meetings, and Media Borough council meetings. Kelly will assign attendees, and attendees may switch assignments, as needed.
 - vi. Budget planning: The Marketing/PR committee will draft an itemized 2018 budget request that will include the approved canvas bag purchase and projected profits. Trustees discussed the importance of beginning the budget process prior to the new year, and going forward the goal will be to finalize the budget in December.
- b. Board and Staff: The Board and Staff Committee did not meet this month. Lin provided an update that the personnel handbook is in process.
 - c. Building: The Building Committee met in December. Marie and committee members reported that:
 - i. The committee reviewed outstanding issues in the building and looked at a checklist for annual review.
 - ii. The hot water heater was replaced.
 - iii. Betsy will be stepping in as Building Committee chair when Marie transitions off the board.
 - iv. Proposals for security cameras have been requested and are being reviewed.
 - d. Fundraising: The Fundraising Committee did not meet this month.
4. Other Reports and Announcements
- a. Kelly will not be able to attend the February meeting. Karen will take minutes at the February meeting.
5. DCL Reports
- a. Betsy attended December meeting and reported updates shared by other libraries. DCL is moving to a bi-monthly board meeting schedule.
6. Liaison Reports
- a. Archives: Mike reported that an Archives meeting is coming up this week. The damaged ceiling tiles in the Archives room were replaced.
 - b. School Board: Betsy attended the last meeting school board meeting and reported that moving forward, she will share information about the library in the public comment period.
7. Old Business
- a. Bylaw review: Larry reported that legal review of the bylaws yielded a significant re-write. Larry is reviewing these edits and will report back to the board on a path forward.
 - b. HR Manual: Revisions to the manual continue to be in process.
8. New Business
- a. Vice President: Larry provided an update that Lin has been asked to step into the role of Vice President of the Board, and Lin has agreed. Betsy motion, seconded by Kelly, to nominate Lin to serve as Vice President of the Board of Trustees. The motion was approved unanimously. **(Motion #4)**
 - b. May 2018 meeting: Larry provided an update that the May 2018 board meeting is rescheduled to June 4, 2018.
9. Public Discussion – None
10. Adjournment
- a. Lin made a motion to adjourn, seconded by Kelly. The motion was approved unanimously. **(Motion #5)**
 - b. The meeting adjourned at 9:25 PM.

Submitted by Kelly Schaffer, Secretary